

The following forms will assist you in completing your company files. These are sample forms and many of them may be modified to accommodate your company's needs.

D = DRIVER FILES V = VEHICLE FILES O = OFFICE FILES M = MECHANIC EMPLOYEE FILES

	FORM NAME	REGULATION CODE	OCCURS
D	DRIVER QUALIFICATION CHECKLIST		
D	APPLICATION FOR EMPLOYMENT	49 CFR 391.21	NEW EMP
D	INQUIRY TO PREVIOUS EMPLOYERS	49 CFR 391.23(a) (2) & (c)	3YRS
D	INQUIRY TO STATE AGENCIES FOR MVR	49 CFR 391.23(a) (1) & (b)	3YRS
D	ANNUAL REVIEW OF DRIVING RECORD	49 CFR 391.25	1YR
D	ANNUAL DRIVER'S CERTIFICATION OF VIOLATIONS	49 CFR 391.27	1YR
D	DRIVER'S ROAD TEST CERTIFICATE OR EQUIVALENT	49 CFR 391.31	NEW EMP
D	MEDICAL EXAMINER'S CERTIFICATE	49 CFR 391.43	2 YRS
O	HRS OF SERVICE FORM/ FIRST OR INTERMITTENT DRIVERS	49 CFR 395.8(j) (2)	AS NEEDED
D	DRIVER'S DAILY LOG	49 CFR 395.8	DAILY
O	SUMMARY OF HOURS WORKED AND HOURS AVAILABLE	OPTIONAL	DAILY
O	DRIVER OFF DUTY LETTER FOR LUNCH OR BREAK	49 CFR 395.3 (GUIDANCE Q.9)	AS NEEDED
O	DRIVER'S TIME RECORD (100 OR 150 MILES EXEMPTIONS)	49 CFR 395.1(e)	DAILY
V	DRIVER'S VEHICLE INSPECTION REPORT	49 CFR 396.11	DAILY
V	VEHICLE SERVICE DUE STATUS REPORT	49 CFR 396.3	AS NEEDED
V	INSPECTION, REPAIR & MAINTAINCE RECORD	49 CFR 396.3	AS NEEDED
O	MULTIPLE EMPLOYER DRIVER CHECKLIST	49 CFR 390.5	NEW EMP

DOT Mechanic Certification

Mechanics must be certified to perform Annual Vehicle Inspections. ([49 CFR 396.19](#)) The following forms will assist certification.

M	APPENDIX G - MINIMUM PERIODIC INSPECTION STANDARDS	49 CFR 396.19(a) (1)
M	INSPECTOR QUALIFICATIONS CERTIFICATION	49 CFR 396.19
M	BRAKE INSPECTOR QUALIFICATIONS CERTIFICATION	49 CFR 396.25
V	ANNUAL VEHICLE INSPECTION RECORD	49 CFR 396.21